



Attention All 4-H Clubs

Advice for Starting the New 4-H Year Off Right

Plan Your Year (give guidance but let kids make choices - don't forget to have fun!)

Recruit Help! Elect New Officers! Pick up your planning guide at the 4-H Office.

- a. Community Service (choose at least 1 project as club)- ask office for ideas
- b. Fundraisers (decide how to raise money for camp, fair, club events, etc.) - office has materials
- c. Field Trips (learn & have fun)
- d. Guests (informative and fun)
- e. Club Demos (relaxed atmosphere – have each kid do 1, prepares them for Demonstration Day.)

4-H Club Officers and Roles

The officer and committee system is a good way of dividing jobs and responsibilities among club members in an orderly way. The number of officers needed is determined by the size and type of club. Club officers are usually elected annually, near the beginning of the 4-H year. One of the Leaders or parents should be responsible for helping officers carry out their responsibilities. Encourage the officers to attend officer training when it is offered at the county or state level.

President – Prepares the agenda with other officers and Leader, and presides at club meetings. Knows and follows parliamentary procedure. Appoints necessary committees. Works with Leaders to see that meetings run smoothly. Checks on meeting arrangements.

Vice-President – Assumes duties of President in his/her absence. Has responsibility to see that committees are working on assigned tasks.

Secretary – Keeps complete and accurate records/minutes of each business meeting. Writes all club correspondence. Keeps club roll and all other club records up to date.

Treasurer – Handles all club money. Keeps accurate and up to date financial records. Collects dues (if applicable). All checks should be co-signed with the organizational leader.

Historian – Maintains and updates the clubs history book to preserve information for future club members.

Reporter - Writes news stories about meetings and special events for the local newspaper.



Help Us Help You ???

Help us make your newsletter better. We want to pass along information to you but are not sure you are getting what you need. Are we too wordy, not interesting enough, or are there too many articles and you do not know what is pertinent to you? What can the office staff do to assist you? What would you like to see? What would you like us to do to make things better for you? We are open to suggestions and would like your input. It can be strictly anonymous or you can let us know who you are and what you would like. Please communicate your wants and needs. We are here to serve you. Anything you want to see on the website? Forward club minutes, happenings, events, pictures, ... and we will post them at www.gallatinextension.com. You can either e-mail your items to gallatin1@montana.edu or mail them to 201 West Madison, Suite 300, Belgrade, MT 59714.